



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 9/29/2021

**Time Convened:** 6:10 PM

**Time Terminated:** 8:07 PM

**Recorder:** Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Matthew Carlson, Past PC Vice-Chair, called the meeting to order at 6:10 pm. Karen Medrano, Secretary, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Executive Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	<p><b>Aaron Alarcon-Bowen, CSB Executive Director</b>, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• <b>INSPIRATIONAL STORY:</b> Ted Talk about the importance of the first 5 years of a child’s life (7:26 minutes)</li> <li>• <b>COVID-19 PANDEMIC UPDATE:</b> <ul style="list-style-type: none"> <li>- New measures to keep our children, families and staff safe.</li> </ul> </li> <li>• <b>SHARING OUR MESSAGE</b> <ul style="list-style-type: none"> <li>- Congressman Mike Thompson visited our Bayo Vista site on Tuesday, August 31<sup>st</sup>.</li> </ul> </li> <li>• <b>LEGISLATIVE ADVOCACY:</b> <ul style="list-style-type: none"> <li>- CSB Director met with District Manager for Senator Glazer.</li> <li>- CSB to work with Congressman DeSaulnier office on the “Build Back Better” bill.</li> <li>- CSB Director working with CONTRA COSTA EARLY LEARNING LEADERSHIP GROUP to develop a state and local legislative plan to improve wages for Head Start teachers.</li> </ul> </li> <li>• <b>TEACHING STAFF RECRUITMENT</b> <ul style="list-style-type: none"> <li>-CSB to utilize McClatchy Digital Marketing Firm to launch a very comprehensive and robust teaching staff recruitment campaign.</li> </ul> </li> <li>• <b>OTHER NEWS/ISSUES:</b> <ul style="list-style-type: none"> <li>-CSB Director and Division Manager Christina Reich attended the Community Action Annual Convention in Boston, MA</li> </ul> </li> </ul> <p><b>Michelle Mankewich, Administrative Services Assistant III (For Amy Wells DM)</b>, reported:</p> <ul style="list-style-type: none"> <li>• The month's enrollment was 47.23% for Head Start, 81.03% for Early Head Start, and 66.79% for Early Head Start Child Care Partnership #2.</li> <li>• The month's attendance was 76.00% for Head Start, 66.00% for Early Head Start, and 73.06% for Early Head Start Child Care Partnership #2.</li> </ul>

Program updates:

- **Classroom Operations-**

- Increases to in-class capacity to serve more children where staffing allows on the following dates:

- October 1<sup>st</sup>**-Increase to 18 preschools and continue to enroll to full capacity for IT, as needed

- November 1<sup>st</sup>**-Increase to 20 preschools and continue to enroll to full capacity for IT, as needed

- December 1<sup>st</sup>**-Increase all waiver rooms to full capacity (22 or 24 children)

- Please be mindful in answering the daily health question thoughtfully & truthfully; Not doing so could result in removal from the program. We must all work together to keep all staff, families, and children safe.
- We would love your input on our lesson plans! If interested in reviewing and making additions to the weekly plans, please talk with your Site Supervisor.
- Bayo Vista hosted Congressman Mike Thompson on August 31<sup>st</sup>. LaTonya, Site Supervisor gave a wonderful tour of the site while discussing family involvement and the new COVID protocols. We were also given the opportunity to highlight many CSB initiatives and advocate for higher teacher salaries!
- CSB recently celebrated the graduation of 14 CSB and partner agency staff from the Family Development Credential (FDC) program. The FDC program continues to provide frontline workers with the knowledge and skills they need to coach families to set and reach their own goals for healthy self-reliance in their communities. The skills and concepts learned in FDC, specifically regarding supporting families from a strength-based approach, embodies what CSB and Head Start are all about!

#### **Professional Development**

- CSB teaching staff and Site Supervisors attended a training on Child's Rights and Positive Guidance/Behavior Management on Wednesday, August 25th. The training reviewed positive strategies to support children in the classroom and was presented collaboratively by a team of Assistant Directors, Education Managers, Content Area Experts and Site Supervisors. Thank you to Isabel and the Ed Managers for such a great training.
- CSB Comprehensive Services content area managers provided Part Day/ Part Year staff with an Annual Refresher Training on August 31, 2021. The Annual Child and Adult Care Food Program, (CACFP) training was incorporated into the Nutrition training session.

**Haydee Ilan, Accountant III**, presented the following financial reports:

- **2020-2021 Head Start Program: July 2021**, year-to-date cash expenditures were \$7,048,827 YTD, representing 40% of the program budget.
- **2020-2021 Early Head Start Program: July 2021**, year-to-date cash expenditures were \$1,871,953 YTD, representing 48% of the program budget.
- **2020-2021 Early Head Start – CC Partnership: July 2021** year-to-date cash expenditures were \$4,841,090 YTD, representing 78% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **July 2021** were \$24,110.65.
- **Child and Adult Care Food Program: July 2021**, total meals served, including breakfast, lunch, and supplements, were 10,335.

<p><b>Action:</b> Review and Consider Approval of Community and Past Parent Representatives</p>	<ul style="list-style-type: none"> <li>• <b>Child and Adult Care Food Program: August 2021</b>, total meals served, including breakfast, lunch, and supplements, were 11,943.</li> </ul> <p><b>Matthew Carlson, Vice Chair</b>, provided Community Representatives &amp; Past Parents wishing to serve on the 2021-2022 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> <li>• Community Representatives Letters of Interest were received from: Devlyn Sewell from Contra Costa Economic Opportunity Council, Deanna Carmona from First 5 Contra Costa, and Amy Mockoski from Contra Costa County Library.</li> <li>• No Past Parent Letters of Interest were received.</li> </ul> <p><b>A motion to approve the Community Representatives noted above was made by Jasmine Cisneros and second by Ebony Hughes</b> <b>The motion passed.</b></p> <table border="1" data-bbox="317 448 1885 927"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Andrea Bajandas</td> <td>Juan Batiz</td> <td></td> <td></td> <td>Melanie Graves</td> </tr> <tr> <td>Brianna Flores</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Jessica Clendenning</td> </tr> <tr> <td>Deanna Carmona</td> <td>Kimberly Nieve</td> <td></td> <td></td> <td>Alma De La Mora</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Laura Brum</td> <td></td> <td></td> <td>Maira Garcia</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Lorena Mercham</td> <td></td> <td></td> <td>Jamillah Monroe</td> </tr> <tr> <td>Ebony Hughes</td> <td>Maria Palestino</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rafael Franco</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vilma Gaytan</td> <td>Sinay Castanon</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Erika Farjat</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Amy Mockoski	Joel Nickelson-Shanks			Deniedre Henry	Andrea Bajandas	Juan Batiz			Melanie Graves	Brianna Flores	Karen Medrano			Jessica Clendenning	Deanna Carmona	Kimberly Nieve			Alma De La Mora	Devlyn Sewell	Laura Brum			Maira Garcia	Dulce Cisneros	Lorena Mercham			Jamillah Monroe	Ebony Hughes	Maria Palestino				Jasmine Cisneros	Myriah Herrington				Rafael Franco	Patricia De Queiroz				Vilma Gaytan	Sinay Castanon				Erika Farjat				
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<p><b>Action:</b> Conduct 2021-2022 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</p>	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement</b>, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2021-2022 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> <li>1. Chair: Jasmine Cisneros</li> <li>2. Vice-Chair: Juan de Dios Batiz</li> <li>3. Secretary: Karen Medrano</li> <li>4. Parliamentarian: Myriah Herrington</li> </ol> <p><b>A motion to approve the 2021-2022 Executive Committee Officers was made by Laura Brum and seconded by Deanna Carmona. The motion passed.</b></p> <table border="1" data-bbox="317 1268 1885 1469"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Melanie Graves</td> </tr> <tr> <td>Andrea Bajandas</td> <td>Juan Batiz</td> <td></td> <td></td> <td>Jessica Clendenning</td> </tr> <tr> <td>Brianna Flores</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Deanna Carmona</td> <td>Kimberly Nieve</td> <td></td> <td></td> <td>Alma De La Mora</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Amy Mockoski	Joel Nickelson-Shanks			Melanie Graves	Andrea Bajandas	Juan Batiz			Jessica Clendenning	Brianna Flores	Karen Medrano			Deniedre Henry	Deanna Carmona	Kimberly Nieve			Alma De La Mora																																			
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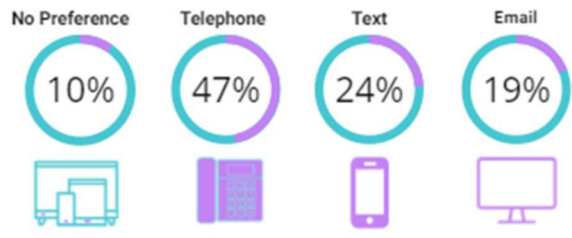
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<b>Action:</b> Consider Approval of August 18, 2021 Policy Council Minutes	The minutes of the August 18, 2021 Policy Council meeting were reviewed and a correction was made on a misspelled word on the first page.				
	<b>A motion to approve the minutes from August 18, 2021 Policy Council meetings was made by Jasmine Cisneros and seconded by Rafael Franco. The motion passed.</b>				
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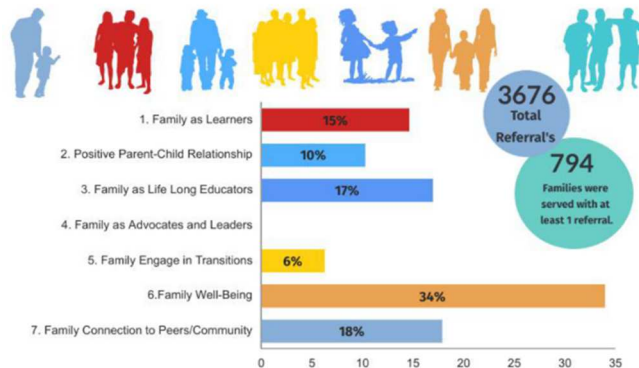
<b>Report:</b> 2020-2021 Annual Report	<p><b>Amanda Cleveland, Administrative Services Assistant III</b>, provided an overview of the 2020-2021 Annual Report. The Annual Report showcases the work we do in our community. It summarizes all of CSB’s services and innovation, and work that has been done in 2020-2021. The following is a brief summary of report; a hard copy of the report will be provided at the next meeting and will be available online.</p> <p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• Highlights of CSB’s work in the community</li> <li>• Summary of services and innovative work completed in 2020-2021</li> <li>• Let’s get to the highlights!</li> </ul> <p><b>CSB Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• Implementing use of QR codes for e-signatures</li> <li>• Staff received Classroom Assessment Scoring System (CLASS) coaching</li> <li>• 7 Teacher Assistant Trainees (TATs) have completed the ECE work study program</li> <li>• Questionnaire developed to gain increased understanding for families’ living situations at enrollment</li> </ul>
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## Keeping Families Involved

- Family Communication Survey



- Family Engagement Outcomes



## Comprehensive Services

- For health, we highlighted how we were able to adapt to the changing requirements and having proper PPE, Q&A sessions, and completing CPR/First aid as needed.
- Under immunizations, we highlighted how 100% of the children in directly operated sites were up to date with their immunizations.
- For oral health, we noted the waiver for brushing teeth, how all children received information & supplies for oral health, and the Give Kids a Smile Day where 272 EHS & HS children received oral health assessments.
- For nutrition, we noted that there were 90,387 meals served during the program year; we also highlighted the food insecurity survey and results. We were able to ensure families who were identified as food insecure were assisted.

## Disabilities

- 11.4% of children in HS & EHS served had a certified disability. In the EHS Childcare Partnership Program there were 4.23% children served with a disability. All of these children received services in collaboration with local school districts and Regional Center of the East bay.

## Developmental Outcomes

- The overview in the Annual Report highlights the development of infants & toddlers, Preschoolers and pre-kindergarten children in the program over the entire program year. Our education team will provide a report on this at each of the 3 intervals during this program year.

## Community Services Block Grant

80 families received emergency shelter



90 at-risk youth received services for food, clothing, and assessments to assist with self-sufficiency

Over 100 residents received job training & obtained employment



130,000 food boxes were provided to residents

- CSB and Economic Opportunity Council (EOC) were awarded 14 subcontractors with Community Services Block Grant (CSBG) funding, to provide support to our most vulnerable residents in the community. Some notable outcomes achieved include those listed on the slide.
- In addition to the annual funding, there was additional CARES (Coronavirus Aid, Relief, and Economic Security) Act funding allocated to subcontractors to help with water payments for low income residents adversely affected by COVID.

## LIHEAP & Alternative Payment Programs

### LIHEAP

- 142 Households received Weatherization Services
- 1,820 Households received Utility Assistance under CARES Act
- 1,256 Households received Non-Emergency Utility Assistance Services
- 2,192 Households had service disconnection prevented

### Alternative Payment Programs (Stage 2 & CAPP)

- Served approximately 1,172 children
- Funding of over \$13m between Stage 2 and CAPP

### Audits

- During the 2020-2021 program year, CSB had audits conducted by State and CPA firms. All audits had outcomes with no findings. The following audits were completed:
  - FY 2019-2020 Single Audit
  - FY 2019-2020 State Child Development Audit
  - State Contract Monitoring Review (CMR)

Site Reports

**Ambrose**

- Ms. Manjeet came to join our team as our new Infant Lead Teacher on 08/26/21. Welcome Ms. Manjeet!
- Classroom "A" and "B-2" are fully enrolled.
- The staff lounge got a blue tooth speaker, adult coloring books, and markers.
- We continue harvesting tomatoes at the Ambrose garden.
- Assistant Director, Jessie Black, visited our Center on July 22. She played and read to the children.
- Parents received resources through Friday Flyers, one of our families received clothing and shoes through White Pony. Diapers were donated to families by Sweet Beginnings.

**Bayo Vista**

- Bayo Vista is celebrating the visit from Congressmen Mike Thompson and Division Manager Amy Wells. During the visit, Congressman Thompson was delighted to see all the hard work from our teachers. He was also pleased to be greeted by the smiling faces of the children at Bayo Vista. The Congressman was presented with a banner collage from Rm#3 and drawings from Rm #2.
- Bayo Vista would like to welcome our new Toddler Teacher, Mrs. Alexandra Castaner. Mrs. Ale, as she wants to be called, comes from the Balboa Children Center and has worked for four and a half years at CSB. We would also like to welcome our new Teacher in Training, Mrs. Rogeliza Aterrado.
- Room #1 classroom door was repaired and painted.
- Room #3 is working on Pedestrian Safety and creating a classroom tree. We will be using the tree all year long to support the children in learning more about the weather and seasons we experience.
- Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank that visits Bayo Vista every 2nd Tuesday of the month.

**GMC**

- GMC celebrated the Election of Policy Council Representative and Parent Committee this month.
- Part Day Program started on September 7, 2021.
- Pedestrian Safety was a shared resource this month.

**GMC III**

- The dental van visited us on 9/27/21, which served the children's individual dental health needs by providing free dental health checks.
- Pedestrian safety information is being shared with children in their classrooms. Our Pedestrian Child Safety panel information is conveniently located in the front lobby for families to view.
- Classroom 5, the children reviewed "The Beginning of the Year Study," including classroom familiarization, the importance of classroom rules, and an introduction to a "Toy Lending Library."
- Classroom 7, the children are engaged in "the Study of Families." The study includes discussions of who is in your family and the types of families. Children are also creating family artwork portraits.
- CSB's Parent Guidance for Keeping Children Safe - Pedestrian Safety handouts are distributed to all GMIII families this week.

**Balboa**

- Twenty Infant/Toddlers and Preschool teachers are taking part in the Teaching Pyramid curriculum beginning 9/11/21. The Teaching Pyramid promotes positive guidance to address children's behaviors in the classrooms.

	<ul style="list-style-type: none"> <li>• West Contra Costa Unified School District WCCUSD Special Day classes have begun, and our Part Day/Part-Year students have returned.</li> <li>• Balboa has a new Site Supervisor I; welcome to the team, Tana Reed!</li> <li>• Classroom B-2 is continuing planting and they just harvested corncobs.</li> </ul> <p><b>Los Arboles</b></p> <ul style="list-style-type: none"> <li>• Preschool classroom just finished “the beginning of school study” where children learned about classroom routine, schedule, rules, and working on apple project. Toddler rooms working on hygiene, they are practicing proper hand washing and wearing their masks.</li> <li>• Center Committee was elected this month, our new Policy Council Reps attended orientation on 9/25/21.</li> <li>• We have a new bulletin board installed in the front of the center for families.</li> <li>• Children are working on apple study; they taste different kinds of apples, make 3-D apples, drawing apples and cutting apples to study the inside of apples</li> <li>• Shared Covid-19 vaccine resources with parents.</li> <li>• Teachers are completing parent-teacher conferences with parents.</li> </ul>				
Announcements	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, provided the following reminders and announcements:</p> <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• California Form 700 Statement of Economic Interest. Imelda Prieto-Martinez reviewed the form.</li> </ul> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• We'll recruit Subcommittees members at the next meeting</li> <li>• Reviewed forms that need to be completed and returned to the Site Supervisor with Attention to Ana Araujo: <ol style="list-style-type: none"> <li>1. Video Training Certification (Required)</li> <li>2. Code of Ethical Conduct (Required)</li> <li>3. CSB Standard of Conduct (Required)</li> <li>4. <i>Demand for Child Care-Reimbursement (optional)</i></li> <li>5. <i>Parent Recognition of Staff(optional)</i></li> </ol> </li> </ul> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Next Policy Council business meeting is October 20, 2021.</li> <li>• First Policy Council Executive Meeting is October 11, 2021.</li> </ul>				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><b>Pluses / +</b></td> <td style="text-align: center; width: 50%;"><b>Deltas / Δ</b></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Devlyn was excited to see what new representatives were going to be nominated as Executive Officers.</li> <li>• Great job leading the meeting Matthew</li> <li>• Thanks for sharing the nice Ted Talk video</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• None</li> </ul> </td> </tr> </table>	<b>Pluses / +</b>	<b>Deltas / Δ</b>	<ul style="list-style-type: none"> <li>• Devlyn was excited to see what new representatives were going to be nominated as Executive Officers.</li> <li>• Great job leading the meeting Matthew</li> <li>• Thanks for sharing the nice Ted Talk video</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
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